

POSITION DESCRIPTION COVER SHEET

1. DUTY LOCATION

CHICAGO, IL

2. POSITION NUMBER

N 3557XW

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify his Position

90561910

00023159 2656
001095

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	028	12	008
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL PROTECTION SPECIALIST	GS	028	12	

5. ORGANIZATIONAL TITLE OF POSITION (if any)
STATE/TRIBAL PROJECT OFFICER6. NAME OF EMPLOYEE
FELICIA L. GAINES

BARBARA CAST#

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

b. REGION 5

f.

c. WATER DIVISION

g.

d. STATE AND TRIBAL PROGRAMS BRANCH

h. EPAYS Organization Code: 90561900

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
MARY PAT TYSON, CHIEF
STATE AND TRIBAL PROGRAMS BRANCH

d. Typed Name and Title of Second Level Supervisor
JO LYNN TRAUB, DIRECTOR
WATER DIVISION

b. Signature

c. Date

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. Fair Labor Standards Act
☒ Nonexempt ☐ Exempt

c. Functional Code

d. Bargaining Unit Code

e. Check, if applicable:

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties (7% of time)

f. Signature

g. Date

11. REMARKS

Pd up dated

POSITION DESCRIPTION

Environmental Protection Specialist, GS-0028-12

Position Number:

Organizational Code: STPPO028-12R

Organizational Location: The State and Tribal Programs Branch (STPB), Water Division, Region 5, Chicago, Illinois. The STPB works with all water programs to ensure that the Division provides a continuing level of timely, consistent and high quality service to states, Tribes and other customers on grants and planning activities.

Primary Purpose: The employee serves as the Project Officer for grants and interagency agreements with states, Tribes, non-governmental organizations and other federal agencies. The incumbent is responsible for administering the extramural fiscal programmatic aspects of the Clean Water and Safe Drinking Water Acts. The employee provides information and assistance to appropriate drinking water and water pollution officials in states/Tribes. The employee reports directly to the STPB Branch Chief.

Municipal Programs include extensive project management responsibilities in the area of state grants and state revolving funds loan program(s) which involve drinking water and waste water treatment facilities infrastructure. Work is performed under the legislative authority of either the Clean Water Act or the Safe Drinking Water Act (depending on the activity). The preponderance of work is related to leading the planning efforts with states/Tribes and the administration of loan and grant applications in order to facilitate the review, authorization, distribution and monitoring of large grants and loans to states. In addition, work may include indirect support for the development of regulations, technical information, guidance, assessments, evaluation, and cost estimates for the design, construction, operation, and maintenance of municipal waste water and drinking water treatment facilities.

Analyzes admin processes and/or agency programs. Communicates with colleagues, agency management and other contacts outside the agency to gather and analyze information about agency processes and programs. Writes contracts, reports, letters and other documents with recommendations for management programs, policies and activities.

Performs analytical and evaluative work associated with line and/or program activities.

Performs analytical and evaluative work associated with program activities.

Program Oversight

Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and prepares program status reports for review at all levels.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans,

programmatic and financial papers, etc.

Accomplishes duties related to environmental management and/or protection.

Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical specialist involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs. Reviews, analyzes, and coordinates preparation of comments on complex environmental impact statements.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Performs work related to the initiation, administration, and/or close-out of contracts grants, cooperative agreements, and/or interagency agreements (IAGs).

Grants/Cooperative Agreements/Interagency Agreements

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Performs the full range of activities for grants/cooperative agreements/IAGs that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions.

Environmental Liaison

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by providing programmatic oversight and coordination of local/state/tribal/national programs. Assists in developing policy guidance to implement the various provisions of environmental standards. Performs liaison work by evaluating the feasibility and probable effects of local/state/tribal/national proposals. Prepares position/issue/briefing papers to strive toward consensus among the various organizations/stakeholders.

Factor 1-7 Knowledge Required by the Position 1250 Points

Knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing investigations, inspections, or oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular situations.

Knowledge of statutes, regulations, licensing/permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a "troubleshooter," specialist, or coordinator) on specific problems, projects, programs, or functions (e.g., developing, coordinating, reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex long-term toxic waste cleanup projects).

Factor 2-4 Supervisory Controls 450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 Guidelines 450 Points

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For

example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished.

The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-4 Complexity 225 Points

The work typically involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations.

Decisions regarding what needs to be done depend on the assessment of unusual facts or conditions. Variations in approach depend upon the environmental and political setting, available resources, impact on populations, involvement of State and local organizations, etc.; and incomplete or conflicting data (e.g., discrepant claims as to the toxicity of substances, inadequate program information from contractors or grant applicants, new methodologies or new programs for which only a minimum of information is available).

The work requires making many decisions concerning such things as interpreting considerable data, planning the work, refining existing criteria, or extending or modifying conventional methods and techniques.

Factor 5-4 Scope and Effect 225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes.

The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6-3 Personal Contacts 60 Points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news

media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Gaines, Felicia

Position Number _____

Title Environmental Protection Specialist

Series/Grade GS-028-12

Organization State and Tribal Programs Branch

Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☒ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Wm P. Tye Date 7/22/02

Personnel Specialist's Signature [Signature] Date 8/13/02

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list) _____

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Percentage of Time Spent on Contracts Management: 0 %

FACTOR EVALUATION SYSTEM EVALUATION STATEMENT

TITLE: Environmental Protection Specialist		SERIES: GS-028	GRADE: 12
Organization: Water Division			POS. NO. N3557XW
CLASSIFIER: BMHERNANDEZ			DATE: 8/13/02
EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED (BMK, FL #)	COMMENTS
1. KNOWLEDGE REQUIRED	950	1-6	The work requires knowledge of the established principles, concepts and methods of environmental protection program work; knowledge and understanding of recognized reference standards, regulatory requirements and pertinent statutes.
2. SUPV CONTROL	450	2-4	The supervisor sets overall assignment objectives. The incumbent independently plans work and keeps supervisor informed of potentially controversial matters.
3. GUIDELINES	450	3-4	The incumbent uses initiative and independent judgement in interpreting and applying guidelines and in adapting to unusual situations that may arise.
4. COMPLEXITY	150	4-3	The work includes a variety of duties involving different and unrelated processes and methods. Many tasks require decisions regarding what needs to be under variations in approach and under incomplete or conflicting information.
5. SCOPE AND Effect	225	5-4	The purpose of the work is to plan and carry out a variety of important program activities.
6. PERSONAL CONTACTS	XX	6-3	Contacts are with a variety of individuals from both within and outside the agency.
7. PURPOSE OF CONTACTS	180	7-C	The purpose are to influence, motivate or persuade persons or groups who are resistant, many of whom have a vested financial interest in opposing positions.
8. PHYSICAL DEMANDS	20	8-2	
9. WORK ENV.	20	9-2	
TOTAL POINTS	3045		
GRADE CONVERSION	GS-12		
REMARKS: Standards referenced are the OPM PC GS-028 standard for the Environmental Protection Specialist TS-133 3/95			

